

COMMUNICATION GUIDELINES

By the Communication Team

In answer to questions regarding posting of announcements by the various amenities and groups that operate within BSM, the Communication Team is publishing these guidelines. Our goal is to keep our residents informed about all of the wonderful lifestyle options in Burnt Store Marina. Posting of information on the amenities and groups is a service to our residents.

The Communication Committees reserve the right of final determination on the appropriateness of the publication of any information or announcements .

A. Website – www.bsm22.org

1. General announcements on the bsm22.org web page will only be with regard to emergency messages and matters having to do with Section 22 and its committees. This will be emptied on a monthly basis to keep it current. Other BSM organizations' announcements may be run for general announcement to all residents by our management company upon their final determination of appropriateness as this service is provided by his company.
2. The Amenities Section will list all the Amenities within BSM: Golf & Activity Center, Fitness Center and Marina with active links to their web information when available.
3. The Clubs and Groups Section will list any organized Clubs or groups operating within BSM with the contact person, active email address and any links to web information that might be available.
4. BSM organizations that are open to all may request a link to their page for their group that is accessible from the Amenities tab.
5. The bsm22.org calendar will post Section 22 related dates and events of general nature to all residents.

B. Beacon

1. The basic BSM amenities and Not-For-Profit organizations or groups will be permitted to submit articles for publication. Editors will determine the priority of articles due to space limitations. Policy has always been to give priority to Section 22 HOA articles since this is their publication. Space cannot be promised in advance as the size of each publication is 50 percent news to 50 percent advertising and the publisher controls the advertising.
2. Articles from BSM organizations or groups are to be kept to no more than 750 words unless an editor has been consulted before submission. Articles are to be delivered to all editors by email (preferably as a Microsoft Word attachment) in Arial 12 pt. font. They are due by the first of each month for publication the following month.
3. Photos (.jpg only) or articles of general interest to residents will be published as space permits.
4. The Mark Your Calendar section will carry items open to all residents.